
Pembroke Public Library



Policy Type: **Human Resources**

Policy Number: **HR-03**

Policy Title: **Dress Code**

Policy Approval Date: **May 23rd, 2013**

Motion #: **13:32**

Policy Review Date:

General:

The appearance of Library personnel should help those who deal with us to feel that they are receiving knowledgeable, courteous, and professional service. The appropriate dress for employees is professional office attire, such as would be expected in banks, lawyers' offices, etc.

Purpose:

The purpose of the Dress Code Policy is to support the mission and goals of the Pembroke Public Library.

Casual Dress Code Policy Regulations:

The following Regulations will assist library personnel in making appropriate choices in their professional wardrobe:

- The **MINIMUM** standard of dress for the Pembroke Public Library is "Business Casual" (**See Definitions**), although employees may need to dress more formally on those occasions that warrant it.
- All clothing should fit, be neat and clean, and not restrict or limit the employees' ability to work.
- No mini-skirts that are shorter than fingertips when arms are stretched down by the sides of the wearer are allowed.
- No clothing that reveals bra straps, thongs, or other underwear, or shirts which reveal bare chests or midriffs, see-through blouses, tank tops, spaghetti strap tops, and halter tops.
- Clothes must be in good condition (i.e. no tears, holes, wrinkles, etc.)
- Clothing with languages or images that are vulgar, discriminatory, or obscene or clothing that promotes illegal or violent conduct is prohibited.
- Fashion trends in clothing, hair, make-up and accessories that attract unnecessary attention are not acceptable.
- Clothing should not overly expose the body. Clothing that exposes private parts, the midriff, or undergarments, or that is otherwise provocative, is prohibited. Exceptions for Traditional/Cultural Dress.

- Clothing must never contribute to a health and safety hazard.
- Clothing with sports graphics or advertising (except for small discrete labels) is not acceptable.
- Denim Jeans are permissible only during Casual wear days/weeks.
- No apparel such as sweat pants, tracksuits, muscle shirts, spandex exercise shorts or overalls.
- No shorts, exception dress shorts are permissible attire. (**See Definitions**)
- Running shoes and sneakers are permitted on casual dress days/week.
- Other footwear, such as flip-flops, are not permitted, nor are bare feet.
- Leggings made of spandex and/or fit tightly to the hips, legs and ankles are not permissible unless worn with a sweater dress/tunic/dress (**See Definitions**) are permissible.

Supervision:

When management considers someone's dress or appearance to be inappropriate, they will meet privately with the staff member and advise him or her of what should be done to correct the situation. If, after such a meeting, the situation does not improve, the normal corrective disciplinary procedure will be employed.

Final authority for interpreting the dress code rests with the CEO.

Guidelines:

Library employees are encouraged to discuss the Dress Code Policy with the CEO if in doubt whether a specific item of clothing is acceptable under the Dress Code Policy.

Definitions:

- **Business:** attire is appropriate to wear for an interview for a professional job and to wear to work in a professional office environment.
- **Business Casual:** attire that is acceptable for an office environment allowing employees to wear more informal, relaxed clothing while maintaining a businesslike appearance.
- **Dress Shorts:** Dress shorts are defined as shorts made out of high-quality fabric, are approximately of knee length. Dress shorts often have a jacket that go along with them.
- **Sweater Dress/Tunic/Dress/Skirt:** A garment that covers the body and extends down over the legs. Sweater Dresses/Tunics/Dresses/Skirts must be longer than the length of the fingertips when arms are stretched down by the sides of the wearer.